

approved 4/9/12

Franklin County Library Board of Trustees
Minutes of January 9, 2012, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby. Local Library Personnel Emma Lecroy, Rosie Chitwood. Board members Gayle Maxwell, Darby Cannon III, Wayne Miller, Rita Shoemaker, Travis Moon, Nancy White, Cheryl Slater

- Cheryl Slater called the meeting to order.
- Minutes of October 10, 2011, meeting were approved. Motion made by Wayne and second by Rita.
- The meeting agenda was adopted. Motion made by Wayne and second by Rita.
- There were no public comments.
- Royston local library report was given by Rosie who noted that author Terry Kay spoke recently at a Friends of the Royston Library event; Royston staff is working on the Readers Advisory for February; Evergreen training will happen this week; a \$500 donation will be used to purchase a laptop; and the young adult art contest is coming up.
- Lavonia local library report was given by Emma, who said that planning is already being done for the vacation reading program; the Carnegie Library hosted the regional board meeting in October; and Friends of the Lavonia Library donated \$2,000 to purchase books.
- Regional Director's Report was given by Kathryn Ames. Regarding the financials she said that they are in good shape at this point with more money coming in than being spent; the e-rate discount will come later this year; and the insurance bill will come in March. Regarding the legislative year, the outlook is still rough but Gov. Deal is only looking for a 2% reduction this year. Both state materials funds and courier time were reduced. Upcoming changes to Evergreen will offer improvements in self-service efforts. She noted that the Georgia Legislature opens today and we are asking for Royston Library construction funds to be included in the capital outlay budget. Repair and Maintenance state matching grants may be available. Hot dog day at the Capitol is expected in early February when library advocates will speak with our representatives about the building project and restoration of book funds.
- Rita reported on the Royston Library building project noting that board members and others have been contacting our state legislators about the project. She plans to have school students write their legislators about the project. A contact list of our state legislators was handed out to board members.

Darby asked if the legislature modifies the governor's budget. Kathryn said that it happens sometimes but that they generally follow his recommendations.

- New business was focused on library strategic planning, a discussion led by Kathryn. The points covered in this discussion follow.
 - The planning effort should look at a three-year time frame.
 - The greatest community needs in Franklin County as identified by board members are better roads, local shopping, reduction of social isolation, kids who don't read, difficult for people in Carnesville and Canon to participate in library activities because they don't have transportation.
 - What role does the library play in job opportunities such as applying online for jobs. Does the library take an active or passive role in the community's job market.
 - Do the libraries offer anything that will help build local businesses.
 - Reduction in social isolation is helped by offering computer classes, community book clubs.
 - Ways to foster more reading as well as talking about child development milestones. These efforts may have to take place in day care centers or public housing.
 - Lack of money for transportation and road maintenance are beyond our charter.
 - Conclusions: Meeting community needs requires collaboration with other entities. A key to our future is building effective partnerships in the county.
 - A SWOT analysis noted the following:
 - Strengths of our libraries are: staff, hours, continual training and staff development, committed library board, Friends organizations, PINES and Galileo.
 - Weaknesses include lack of visibility and potential for staff turnover because pay is not competitive in the job market.
 - Opportunities center around how we can strengthen the libraries and visibility with state legislative people and local funding agencies and internet capacity.
 - Threats include lack of available bandwidth.
 - Members discussed the need to look at our circulation and other statistics to see if there are areas where we can expand services.
 - The area of literacy, including pre-school, homework help, the on line world, life long learning, internet research, and popular materials, is also a good opportunity for development of community partnerships
 - Next actions include appointing a board committee to work on the initial phase of the planning process, including a meeting with the Franklin County manager.
- Next meeting date will be April 9, 2012, at the Royston Library.
- The meeting was adjourned (motion by Darby and second by Rita).

Minutes prepared by Senior Co-Chair Cheryl Slater

approved 7/9/12

Franklin County Library Board of Trustees
Called Meeting, April 24, 2012

Co-chairperson Cheryl Slater called the meeting to order at 10:10 am and presented the agenda for this called meeting. The purpose of this meeting was to meet with the architects on the Royston Public Library building project.

Present:

Library Board: Darby Cannon, Debbie Flowers, Logan Mathis, Wayne Miller, Travis Moon, Cheryl Slater and Rita Shoemaker

Library Staff: Kathryn Ames and Donna Brumby

Architectural Team: Carmen Ponder and Rob Ponder

City of Royston: Gloria Brown, David Jordan, Kenneth Roach and Keith Turman

Guest: Frank Ginn

Cheryl asked Kathryn to introduce the Ponders so they could proceed with their presentation.

Carmen reviewed work on the project to the point where it was suspended awaiting state funding. The original request from the Board was to show how the existing Royston City Hall and Civic Center could be redesigned to house the Royston Public Library. The written program is complete and the basic concept illustrated. The schematics were not completed, but placed on hold. The initial floor plan is changeable; it was only meant to show that it will be possible to fit the written program into the available space. Nathan Rall, Director of Library Facilities, Planning and Construction for the Georgia Public Library Service, has viewed the work done so far and expressed appreciation of the dramatic center reading room concept.

The floor opened for questions, comments and discussion.

Wayne asked for more information on the large amount of glass used in the concept drawings. The Ponders cited research into the proposed glass to be used (Solarban 70XL by PPG). It is a sophisticated glass for controlling heat gain/loss within the central area. They looked over other recent public library building projects and reported that most new construction uses 25 – 30% glazing in a building. The central reading room concept for Royston would concentrate more glazing in one section, but the average over the entire building would still fall within the normal range. Air conditioning tonnage would also remain within a normal average because, although the center section would require more air conditioning, the closed-end areas on either side would require less than average.

The Ponders talked about the costs of doing building conversions versus doing a completely new building on an undeveloped site. In the Royston case, the City Hall/Civic Center site will not require special storm detention. There will not be major grading. The parking lot can be resurfaced instead of completing one from scratch. The foundation is in place. The electrical and plumbing in the building will be gutted and replaced, but service is already in place to the site. Rob stated his opinion that the City Hall/Civic Center is a good option for a conversion and will probably cost less than developing a new site and building on it.

Franklin County Library Board of Trustees
Called Meeting, April 24, 2012

Logan asked about the timeframe for starting up the project. Kathryn explained that, once the Governor signs the budget, the State plans to sell the bonds in June 2012. After that, the library has six months to begin the project.

Kathryn asked the architects about energy efficiency. Plans would include beefing up the thermal envelope by adding interior insulation and wall linings. David asked about the direction of the building on the site. The back side of the building, which currently has only one window, is basically the north side.

David also asked about the functionality of the service desk and the staff work area. Carmen explained that most public libraries are switching to a one-desk model for public service.

Rita asked about the placement of the restrooms. Carmen explained that it would be best to build these into the building additions since they require the most plumbing and the current restrooms do not meet current code requirements. The preliminary plans for public restrooms could be adjusted to allow for after-hour use of the meeting room.

David asked about an ADA entry. That is planned for the back (Franklin Springs Circle side) of the building.

Frank mentioned the impact of Royston losing the hospital from the city area. He asked the Board to look at other options for re-locating the library because it might be 40 years before the City gets another library building opportunity. He expressed concerns about the potential broad range of lighting between the central and side areas of the proposed City Hall/Civic Center conversion. He broached the subject of other possible locations for an entirely new building. Examples included as possibilities included next to the water plant and some of the bank property. He said that he hates to see the City lose the community room in the current Civic Center and that Royston needs more opportunities to bring people into town.

Logan stated that he will support whatever the Board decides, but that he personally thinks the City Hall/Civic Center conversion is a great idea.

The members of the Board briefly discussed the idea that has sometimes been mentioned, which is one central library for Franklin County. Several Board members voiced their preference for separate libraries. Travis asked whether the Board has already considered these questions, which it has. No one spoke in favor of a central library.

Rita reported that she did visit each of the sites Frank proposed as alternatives. She said she thought the site in town is good, but the City doesn't currently own it. One of the suggested lots is actually in Hart County instead of Franklin County, which would be in a different library system.

Gloria pointed out that there are already plans for building sidewalks from the school to the City Hall/Civic Center location.

Franklin County Library Board of Trustees
Called Meeting, April 24, 2012

Cheryl asked the City representatives about the use of the Civic Center. They reported that the Civic Center is not used very much. The City is trying to get a grant to fix up the Depot for the public to use instead. Keith expressed his support for using the current site, especially considering costs for a new building.

When asked by Cheryl for his opinion, David discussed his fear that a delay in trying to change plans and find a new location will jeopardize the \$50,000.00 USDA grant that is connected to the building plan.

Travis stated his approval of the current concept, which he thinks will result in a beautiful building. Darby likes the concept and said he couldn't imagine doing anything else. Cheryl talked about how excited people in the town were when the concept appeared in the newspaper. She put herself on record as supporting the City Hall/Civic Center to library conversion.

After reviewing the pros and cons, Travis moved that the Board proceed with the current plan to convert the Royston City Hall/Civic Center into a new Royston Public Library. Darby seconded and the motion passed unanimously.

Kathryn confirmed with the Ponders that the library does desire after-hours use of the meeting room.

Carmen will finish the schematics after talking to staff about their ideal workflows and bring back a proposal to the Board.

Cheryl asked whether the entire Board wanted to continue to work on this project or whether to form a smaller building committee. Rita moved that the Board continue working on the building project as a whole and revisit at a later time whether to form a building committee. Wayne seconded and the motion passed unanimously.

The Ponders discussed a tentative timeframe:

- CD in August 2012
- Permits in September 2012
- Bids in October 2012
- City vacate the building in November 2012
- Start estimated six months of construction in November 2012
- Open in June 2012

Kathryn asked Rob if the budget will actually cover the project. Rob said he had looked at current pricing and thinks it will be close, but at \$1.85 million (which includes the USDA grant and matching funds) there is enough money to complete the project. .

Logan moved the meeting be adjourned; Darby seconded and the motion passed unanimously.

approved 7/9/12

Franklin County Library Board of Trustees
Minutes of April 9, 2012, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby
Local Library Personnel: Emma Lecroy, Rosie Chitwood
Board Members Wayne Miller, Darby Cannon III, Travis Moon, Nancy White, Ann Ashworth, Logan Mathis, Rita Shoemaker, Debbie Flowers, Cheryl Slater

- The meeting was called to order by Cheryl Slater.
- Minutes of January 9, 2012 meeting were approved. Motion made by Rita and second by Nancy.
- The meeting agenda was adopted. Motion made by Travis and second by Rita.
- There were no public comments.
- Lavonia local library report was given by Emma. She noted a successful Meet the Author event sponsored by the Lavonia Friends and featuring Jimmy Cherokee Waters and his book Blood Oath; many books that the staff weeded out are for sale; and plans for the summer reading program are underway. Clifford the Big Red Dog is coming to Lavonia in early May.
- Royston local library report was given by Rosie. She said that the art contest was successful with a good crowd at the awards event; plans are in progress for a young adult writing contest; staff will be doing training on MS Office 2010 and will offer a session on Georgia Download Destination for patrons interested in e-books; Lindsay will have a table set up at the middle school and the high school with summer reading program information (YA theme is "Own the Night") available for students to pick up and the opportunity to participate in naming a star; Annette will visit Royston Elementary School to talk about the summer reading program.
- Regional Director's Report was given by Kathryn Ames. Regarding the financials she said that they are in good shape at this point. The legislature upheld a 2% reduction in the state grant for FY2013 but 1% was restored to the FY12 materials budget. The Georgia legislature approved and sent to Governor Deal a budget that includes the Royston Library building project.

Donna spoke about the event that introduced library staff to performers and ideas for the summer reading program. Performers are being scheduled.

Kathryn gave board members information about what to expect concerning next steps on the Royston Library building project. After the governor signs the budget the revenue bonds will be sold. The construction documents should be ready before the

bonds are sold. A called board meeting will be held with the architects to make sure the plans have everything we want. The City of Royston staff will move out of the city hall/civic center site and construction will begin. This board will have many decisions to make in regard to this project.

Board members are urged to send thank you e-mails or notes to the legislators and others who have advocated for this project, among them Jack Hill, Frank Ginn, John Wilkinson, Alan Powell, David Jordan, and Gloria Brown. Cheryl will e-mail members with contact addresses for these people.

- Cheryl told board members of funding requests that have been made to three supporting government agencies who are in the process of preparing their 2012-2013 budgets. The amounts were derived after the Executive Committee of the board (consisting of the officers) consulted. Franklin County was asked for \$34K, an increase of \$4K to help offset expected need to tap into reserve funds in FY2013. The Board of Education was asked for \$24,030 and the City of Royston for \$18K (both amounts same as current contributions). The city of Lavonia will be asked to maintain its current contribution of \$10K, Franklin Springs will be asked for an increase to \$1K, and Canon remains at \$600. Nancy will speak with the Carnesville mayor before we set the amount for its contribution. The board approved these funding requests with Rita providing the motion and Ann the second.
- Cheryl told the board that she asked Logan Mathis and Travis Moon to serve on the nominating committee.
- Donna led the members in a continuation of the Library Planning process by looking at the five service needs in order as the board identified in our previous meeting: Adult, Teen, and Family Literacy; Public Internet Access; Homework Help; Lifelong Learning; and Early Literacy. She provided handouts describing each of these needs. Members will discuss these, decide on the three most important and how we will redirect some of our expenditures and establish partnerships to meet these needs.

The second part of this process is to consider what our vision is for the Franklin County libraries—what they should be for our citizens. Members noted the following: accessibility and hours of operation, resources, an asset to our county, and user friendly. Between now and our next meeting Kathryn will speak with Emma and Rosie to come up with ways we can meet some of the service needs. We should expect a draft library plan at the October meeting.

- Next meeting date will be July 9, 2012, at the Lavonia Carnegie Library.
- Travis made the motion to adjourn, seconded by Nancy. Meeting was adjourned.

Minutes prepared by Senior Co-Chair Cheryl Slater

approved 7/9/12

Franklin County Library Board of Trustees
Minutes of June 1, 2012, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby
Local Library Personnel: Rosie Chitwood
Ponder & Ponder: Carmen Ponder, Renee Severson
Royston City Government: David Jordan
Board Members Wayne Miller, Darby Cannon III, Travis Moon, Logan Mathis, Rita Shoemaker, Debbie Flowers, Cheryl Slater

- The meeting was called to order by Cheryl Slater.
- Carmen Ponder led the discussion of design issues. She had spoken with Mrs. Ames and the engineers, looked at the existing facilities, and determined what needs to be kept and what needs to be changed. Her purpose today is to present a proposal and get reactions from board members.
- Carmen referred to the renovated floor plan when describing the following points. The proposed main entrance is now on Franklin Springs Street. It is less expensive to put additions on the Franklin Springs Street side of the building because the grade isn't there like on the Highway 29 side.

The staff requested there be only one entrance to the building. The community use area was combined with the entrance area.

New plumbing will be put in the additions on the new front entrance. Existing slab will have to be broken up to provide for the family restroom but not for the new restrooms.

The current "addition" becomes a receiving area because it has an outside door.

Carmen wants to incorporate a shade device like an "eyebrow" that will provide cover when going up the ramp to the front door.

For the additions on the front, Carmen does not recommend trying to match the existing brick but rather to use a contrasting material. Travis asked what this contrast material would look like. Carmen has several variations that can be used and which are cheaper than stone. She will bring samples to the next building project meeting. She can also e-mail us photos of locations where she has used this contrast material.

The amount of exterior glazing is being reduced because half walls are used on the main entrance.

Her design attempts to keep the same amount of asphalt size in order to avoid having more work needed for retention ponds, thus minimizing any changes to the site.

Wayne commented that accessibility and ease of maintenance are important issues for him. Carmen said that these issues are being kept in mind in the design process. The air conditioning system is on the roof since the building is designed that way. There are three units to feed the three main areas. Rita commented that the filters are changed on the roof. Logan commented that the roof option for air conditioners is more secure.

All mechanical and ductwork will be new. Carmen said that utilities should be less costly in the new building because of insulation. A new electrical panel will be needed.

Travis asked about ceiling height. Carmen said that ceilings will be about 12 feet in the side rooms and 22 feet in the center. Acoustical ceiling tiles will be used. The center area will have light harvesting lighting that can turn itself down in daylight and up in darkness.

Donna commented about the suspended canopy over the entrance that would provide cover from rain and be lightweight. Rosie suggested that it would be good to have a canopy of the loading dock as well.

The children's area door emergency exit will be alarmed and have a ramp.

The remote book return will be on the Franklin Springs Street side of the building.

- Renee Severson provided options for the library interior. The fiction shelves will be placed at the rear columns with one shelf in the middle. It may be possible to put a sink in the children's story hour nook. The community meeting room seats 75. There will be 14 open area computers and 6 computers in the computer room. Fifteen new computers will be purchased.

Logan commented that the plan with the shelving in the center reading room area would not be aesthetically pleasing and difficult to walk around.

At this point the discussion returned to focus on the floor plan. David (who arrived after Carmen's presentation) indicated that the Ty Cobb monument needs to stay inside rather than be moved outside. (He later spoke with city officials and amended this position. See e-mail at end of these minutes.)

David asked about the new orientation of the building—the entrance on Franklin Springs Street and not on Highway 29.

Travis commented that ideally you would want to have the best side of the building facing the street and asked if the statue could be put in front.

There was discussion about the Ty Cobb monument and whether it could be placed on the Highway 29 side under an overhang. The board thought it made good sense to have it as a focal point. David said that we need to have some renderings to show how this would work.

David commented that he does not see much new construction involved in this project and is concerned about where all the money is going. He asked if the build-outs could be extended outward a little. His point was to add a little more program space while keeping the statue inside in the middle area. Carmen said that the build-outs could be extended a little. She said that the money is going into new ducts, new mechanical, new lights, data ports for the computers, new plumbing fixtures and new blocks on the exterior.

Carmen said that keeping the monument in the center is a concern. Travis proposed that Carmen prepare drawings that show the statue in two locations, one inside and one at the steps.

Renee resumed her presentation on flooring, furnishings, and colors. She proposed a combination of hard flooring and carpeting. The board members indicated their preference for the taupe and colonial blue colors from the samples Renee provided.

Debbie expressed her concern about line-of-sight with the shelving in the book sale area because staff may not be able to see who is entering the library.

- Board members approved the floor plan and asked for three options to be prepared for placement of the Ty Cobb monument (inside, outside at top of steps, and outside at bottom of steps).
- Carmen brought up an additional issue. The architects need to find out if there is asbestos in the buildings and if so what options there are for remediation. If it is in the flooring, it is possible the concrete topping will contain it. Royston CFO Gloria Brown will have tests done and let Carmen know the results.
- Cheryl asked for a motion to adjourn. Logan so moved, Darby seconded, and the members approved.

E-Mail from David Jordan dated 6/3/12

Please forward to all of the board members and Ponder & Ponder...

Dear Library Board Member,

Thank you for allowing me to participate in the design meeting and the discussion of the Ty Cobb monument.

Friday afternoon, I met with several other city officials to discuss the monument situation. The consensus is that many people do stop in Royston and take pictures of the monument. Leaving it in the middle of the building would prevent the public from seeing the monument when the library is closed.

Also, if you move the Ty Cobb monument to the courtyard, it seems that the flagpole monument would need to be moved as well. The flagpole monument looks appropriate in front of the building, and moving it would just add to the cost of the project. Placing the Cobb monument on the street-side of the flag is too far from the building.

Furthermore, placing the Cobb monument inside the new glass wall would prevent people from reading the dedication on the back of the monument when the library is closed.

So, it seems logical and aesthetic to place Ty Cobb at the top of the steps overlooking the courtyard and flagpole monument. Having a glass-wall backdrop behind the monument (with steps up to the monument) will certainly frame it. People can also go behind the monument and read the dedication. Here, it is very prominent and it will sit higher than the base of the flagpole; and be much more visible from the road. This will be a great place to take pictures on the steps. I also like Mrs. Ponder's suggestion about illumination of the Cobb monument. The reflective glass behind the monument will actually make it stand-out at night.

We could eventually turn the courtyard area, and even the whole "front" of the building into a memorial park for our future memorials.

I think this approach would eliminate most concerns about moving the monument from the center of the building to the front. I hope this helps to resolve the issue.

Respectfully,

David Jordan, Mayor

City of Royston

approved 10/8/2012

Franklin County Library Board of Trustees
Minutes of July 9, 2012, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby
Local Library Personnel: Emma Lecroy, Rosie Chitwood
Board Members: Wayne Miller, Darby Cannon III, Travis Moon, Logan Mathis, Rita Shoemaker, Debbie Flowers, Cheryl Slater

- The meeting was called to order by Cheryl Slater. Cheryl noted that the seat representing the City of Canon is now vacant.
- Minutes of the April 9, April 24, and June 1, 2012 meetings were approved. Motion made by Wayne and second by Darby. Unanimous approval.
- The meeting agenda was adopted. Motion made by Rita and second by Debbie. Unanimous approval.
- There were no public comments.
- Royston library report was given by Rosie. She highlighted the class the library sponsored on using GADD to teach patrons how to access free e-books; and performance evaluations completed for local staff. She also gave statistics regarding involvement in the summer reading program. It doesn't appear that SRP participants are reading as many books this year as last. She commented that she and Emma have partnered with the school media specialists to allow students to take a practice accelerated reading program test in the summer in the libraries. Rosie directed board members' attention to the patron comments included with her local report.
- Lavonia library report was given by Emma. She noted that the Clifford the Big Red Dog program was very successful. Reading in the SRP appears to be down but attendance at library programs has been very good. Emma completed performance evaluations for local staff. She noted that the Lavonia Friends organization donated \$1,000 to buy children's books.
- The Regional Director's report was given by Kathryn Ames. She noted that although library visits by patrons are up nationally, there are some declines in Georgia. She and her staff will look at ways to generate more visibility for our libraries. A customer satisfaction survey is planned for the near future.

She presented the FY2011-2012 financial report. Revenues were greater than expenses by \$1,354.07, and no funds had to be taken from the reserve this fiscal year. Kathryn stated that Georgia health insurance costs are an issue because of significant increases. She will provide background information for distribution to board members so we can let our elected officials and other state agencies know of our concern about impact on our library budgets.

The director gave a brief overview of changes to the Georgia Open Meetings Act that libraries are subject to. Regarding minutes of meetings, a summary of action taken

must be available within two days of the meeting including names of members who voted "no" on motions. Kathryn will check with her staff to make sure that Athens Regional Library System is sending local press information about board meeting dates. Donna noted that requests for records under the Open Meetings Act must be directed to the regional office. Cheryl will forward to board members the overview of changes to the Open Meetings Act.

- Rosie updated members on an issue concerning upcoming elections in Royston. Because of air conditioner problems in the Civic Center, the July and November elections for Royston precincts will be held in the McConnell Room in the library. Limited parking is an issue for both dates. The November date is expected to impact library operations because it is a presidential election, and it will be difficult for library patrons to use the library. Rita moved that the Royston library be closed on election day Tuesday, November 6, and open on Wednesday instead. Travis seconded the motion and it was unanimously approved.
- Kathryn presented a 2012-2013 budget proposal that would cut one library assistant's hours in Lavonia and one in Royston by 4 per week and would require transferring approximately \$7.9K from the reserve. After discussion, Rita moved that we use the additional revenue over expenses generated at FY2012 year end to restore the cut hours to the original 12 per week for each assistant and to revisit this decision at the October meeting. Logan seconded the motion and there was unanimous approval.

The members also discussed the issue of lack of coverage in Lavonia (only having one staff member on duty several hours per week). Once Kathryn's staff has prepared a brief summary of the financial impact of more coverage in Lavonia, Cheryl and Logan will speak with the Lavonia City Manager to ask for funding to cover additional staff hours.

Kathryn mentioned that there may be more Maintenance and Repair grant money available next year that could be used to address maintenance needs in Lavonia library.

Logan made the case that the board should consider moving the Board of Education away from being a financial supporter of the libraries with additional funding coming from the Board of Commissioners. This issue should be considered as part of the library strategic plan.

- Cheryl gave the report from the nominating committee which met April 23, 2012. Officers nominated for 2012-2013 are Senior Co-Chair Cheryl Slater (term expires 7/2013), Co-Chair Rita Shoemaker (term expires 7/2014), Vice Chairman Darby Cannon III (term expires 7/2013), and Secretary Ann Ashworth (term expires 7/2013). Wayne moved that we elect these officers, Logan seconded the motion, and all approved.
- Rita and Kathryn updated board members on the Royston Library building project. The Ty Cobb monument will be moved to the top of the steps. Environmental engineers found asbestos primarily in the mastic of the floor tiles in city hall and the civic center. Kathryn is seeking an estimate to remediate the situation. It was not

known at meeting time if the bonds for the project had been sold. Another called board meeting will be needed once the final proposal is made. When the proposal is approved, the construction bids can be let.

Travis asked if there are plans to acknowledge Roberta Brown for her contribution to the library project. Rita said that she believes the city is planning to change the street name where the library is to Roberta Brown Circle. There was another question regarding the name of the McConnell Room and whether it would be used in the new library or would remain in what will become the new city hall. There was a suggestion that we could designate a study room in the new library with this name.

- Next meeting date will be October 8, 2012, at the Royston Library.
- Darby made the motion to adjourn, seconded by Rita. With unanimous approval the meeting was adjourned.

Minutes prepared by Senior Co-Chair Cheryl Slater

approved 10/8/12

Franklin County Library Board of Trustees
Called Meeting September 12, 2012
Meeting Minutes

Attendees

Library Board members: Cheryl Slater, Ann Ashworth, Debbie Flowers, Rita Shoemaker, Wayne Miller, Travis Moon, Darby Cannon
Library Staff: Kathryn Ames, Donna Brumby, Rosie Chitwood, Nate Rall
Ponder & Ponder: Carmen Ponder, Renee Severson, Amy Meyers, Travis Rhoads
City of Royston: David Jordan, Greg Scott
Other: Representative from WLHR Radio

The meeting was called to order by board co-chair Cheryl Slater.

The meeting was turned over to Carmen Ponder who began by noting that at the previous called meeting the board reviewed the preliminary design. The design being presented today contains the points made by the board at that meeting. If any design issues are resolved today and the board approves the design, the project will move to the construction document phase.

Issues:

Two renderings of the outside design were presented for the location of the current Ty Cobb monument, one at the bottom of the steps and one at the top. Feasibility of placing monument at top was discussed regarding handicap access and possible placement of ramps which would increase cost, but Mayor Jordan stated that city could accommodate as needed. Cheryl also asked about the possibility of keeping flagpole.

Overhead lighting fixture is not possible for the new location of the Ty Cobb monument, but there are other ways to light the monument including from the steps.

Testing for asbestos has been completed, asbestos was found in the floor mastic. Asbestos remediation has to occur before construction begins.

A portion of the concrete plaza in front of the new library will be removed because the civil engineer wants to limit the amount of impervious surface.

A monument sign will be placed where the old concrete plaza was removed. David suggested that this sign be moved further east (away from city hall). Carmen indicated that this can be done.

The engineers are trying to keep as much of the original landscaping as possible.

Cheryl asked why the doors from entrance to lobby are not automatic doors. Carmen said that there is not enough space for them but there will be a push plate for handicapped access.

In reviewing the drawings, Carmen noted the following:

- There will be no new insulation on top of building—it will be insulated from below. The new mechanical equipment will be on top, and a new roof membrane will be placed over the existing roof so as not to pull up the existing roof.
- Ceiling lighting will provide both direct and indirect lighting. The reading room will have decorative suspending lighting with light harvesting features.
- A high tech glazing (Solarban) will be on the exterior glass.
- The most significant changes were made to the entrance side of the building, but the Highway 29 side remains about the same.
- Carmen brought samples of the decorative concrete block facing (a combination of rough and smooth surfaces) proposed for the add-ons at the entrance side.
- David asked if the Ty Cobb Memorial and Civic Center lettering/signage can be left where it is. Carmen will look into this.
- The light fixtures in the reading area can be changed with a 12 foot ladder. The length can come down if this is an issue but the more the lights come towards the floor, the darker it will be at the upper ceiling. David said that the city can change the light bulbs in the light fixtures when needed.
- There was discussion about crawl space. Plans are moving forward assuming that the floor is concrete slab on grade. This is an issue because the floor must support the weight of the book shelving.
- David asked if there is a way, during the bidding process, to allow local bidders to have input. Travis Rhoads said that bids will be advertised locally. Travis Moon noted that many local contractors don't have the insurance required. David is concerned that we have good communication regarding the contractors/sub-contractors when request for bids is announced.
- Renee then took the board members through the interior design colors, materials, and furniture. The lobby color is taupe with blue to brown as accent colors. All carpet is carpet tiles with an accent border. The teen area has bubble like shapes in the carpet. Neutrals will be used in the reading area. The circulation desk is brown. The interior columns are highlighted in a light blue color. Vinyl composite tile will be used in the break room and storage closets. The meeting room carpet is the same as in the reading room. Colors will transition into the children's area. Letters applied to the pylons and borders on the floor will identify entry to the children's area. Some accent tiles will be scattered among the children's carpet area.
- The proposed furniture has clean straight lines. The plan is to reuse some existing shelving, clocks, file cabinets, book carts and furniture to bring budgeted costs down. There will be a self-check station at the checkout area.
- David asked about security cameras. Currently there is no money to purchase a security system. David noted that there are some simple solutions to use for this problem.

- The layout of the computer use/quiet study area has not been finalized—classroom style or around the wall arrangement, but a decision need not be made at this point.
- The lounge chairs in the reading room will have power outlets.
- Carmen noted that actual furniture purchased will depend on what the building bid is. The furniture, fixtures, and equipment can be bid once we know price of building and we may then have to change what is planned.
- Wayne moved, Rita seconded, and the board unanimously approved the furniture and interior design.
- Rita moved, Darby seconded, and the board unanimously approved building design with Ty Cobb monument at top of steps with appropriate exterior lighting for the monument.
- Rita moved, Darby seconded, and the board unanimously approved using decorative concrete blocks on the build-outs on the front entrance.

approved 1/14/13

Franklin County Library Board of Trustees

Minutes of October 8, 2012, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby

Local Library Personnel: Emma Lecroy, Rosie Chitwood

Board Members: Wayne Miller, Travis Moon, Logan Mathis, Rita Shoemaker,

Debbie Flowers, Cheryl Slater, Nancy White, Ann Ashworth

- The meeting was called to order by Cheryl Slater.
- Minutes of the July 9, 2012, and September, 12, 2012, meetings were approved.
- The meeting agenda was adopted. Motion made by Travis and seconded by Wayne.
- There were no public comments.
- The Lavonia library report was given by Emma. She reported that the library had a successful book sale and Fun Run. She reported that the reading by Rick Spier was very successful and that Mr. Spier had donated \$500.00 to the library for which she sent a thank-you note. Emma asked the board for any questions; there were none.
- The Royston library report was given by Rosie. She stated that she would be going to the Royston-Franklin Springs Pilot Club meeting to recognize the donation given by the club in honor of two charter members. She also reported that Donald Burdick, a snake expert, will be holding a presentation for the home school group on October 16th at 1:00. Other announcements included a book sale at the library during the Royston Fall Festival, the closing of the library on Election Day on Tuesday, November 6, with Wednesday, Nov. 7th being open instead, and the closing of the library for staff development on Monday, November 12th, from 10-1.
- In her Regional Library Director's Report, Kathryn announced that Tuesday, October 9th, is the last day to register to vote and asked the branch managers to encourage patrons to get forms. She also informed the board that the upcoming staff development would be via teleconference for convenience and lack of meeting space. She stated that the emphasis would be on enhancing customer service and using on-line data bases. Kathryn also informed board that the annual report is due earlier this year and that the governor is requesting a reduction of the budget by another three percent; however, she is hoping

that, like the Royston library project, more buildings will be funded. She also announced that at least one more year of budget cuts can be expected and that Friends of the Library can be a great help in assisting with this deficit. She further stated that House Bill 1170 now requires librarians to report child abuse and will be trained for procedures. As indicated in the Revenues handout, we have spent \$8000.00 more than funds received but that no transfer from the reserve will be made because the rest of our funding is expected to come in; currently, the output is at twenty-five percent and is on target. The libraries will be receiving an e-rate rebate as well. Kathryn also noted that the construction funds figures do not include the asbestos abatement. Donna announced that the Summer Reading manuals have already been received.

- Under New business, the FY 2013 Budget was reviewed. Cheryl discussed the feasibility of asking the Lavonia City Council for money to fund twenty hours for the Lavonia Library at a cost of \$7500. This funding would cover two part time workers to avoid the expense of benefits for a full-time employee. The board discussed concern about safety issues in having only one person working. Logan and Cheryl agreed to pursue this issue. Other matters discussed concerning this issue were that Royston already has a fourteen hour position that Lavonia does not have, and Royston contributes \$18,000 whereas Lavonia contributes only \$10,000. Also, funding for the temporary 12 hour positions at both Lavonia and Royston was extended through the end of January. At the January board meeting, depending on funding from the City of Lavonia, the board would revisit this issue. Travis asked if the other public entities knew the amounts contributed with Kathryn reporting that these figures were public record. Logan moved that he and Cheryl would go to the board; Rita seconded the motion; and the vote was unanimous.
- Also under the FY2012 Budget Review, Logan commended school superintendent Dr. Ruth O'Dell for her cooperation in the Board of Education contributions but recognized that further budget cuts would have to be made by the BOE. He suggested approaching the Franklin County Board of Commissioners to make up this deficit. Kathryn also informed the board that there is a possibility of Major Maintenance Repair Money with a fifty-fifty match after the first of the year. A proposal would have to be submitted. Emma said at this point there were no major repairs needed at Lavonia. Cheryl announced that she was on the agenda for the Franklin Springs City Council on Thursday, October 18th.
- In Other Business, Kathryn gave an update on the Royston Library building project. The asbestos has been removed, and the report has been sent to Ponder and Ponder. There will probably be a called meeting in November to discuss the bidding process. Donna then presented the Strategic Planning Process handout. Kathryn stated that a fourth goal

would be added concerning long term funding for the libraries. Cheryl mentioned the possibility of applying for a grant from the Ed Bryant Foundation. Both Rosie and Emma said that they agreed with the goals. Rosie stated that one problem was getting at-risk groups to come to the library. Kathryn suggested using the Friends groups for community outreach. Emma stated that she would like a volunteer to teach computer classes. Kathryn suggested finalizing these goals at the January meeting.

- Kathryn announced that the Friends of Georgia Libraries meeting is October 19th in Fayetteville. There is also a Georgia Public Library State Level planning meeting on October 11th in Gainesville.
- Cheryl announced that the next meeting will be held on Monday, January 14th, at the Lavonia library at 10:00. With no further business, Wayne made a motion to adjourn; the motion was seconded by Logan, and the vote was unanimous. The meeting was then adjourned.

Minutes prepared by Ann Ashworth, Secretary